



## **Berghahn Displayed Material Submission Requirements**

All displayed materials (illustrations, figures, maps, tables, etc.) need to be submitted, in their entirety, with the revised manuscript. This is the biggest cause for delays when entering production, please make sure everything is included.

**Each displayed piece, whether an image or a table, needs to meet the following requirements or it will be subject for removal from the book:**

### **I. Permission, Caption, and Alt-text Requirements**

#### **Permissions**

Per the contract/contributor agreement each individual is responsible for securing permission for all displayed materials in their chapter and submitting proof of permission to the publisher. If the figures or images are created by the author, this should also be made clear upon submission. Securing permissions from institutions can often be a lengthy process. We recommend starting this as soon as possible to avoid delays or image removal.

#### ***When is permission required?***

Permission is required to publish any material for which you are not the rightsholder. This includes images such as (but not limited to) photographs, drawings, maps, charts, and graphs; as well as any republished text including excerpts from books, articles, poetry, or song lyrics.

Typically, permission is not required to publish material for which you already hold the rights; material within the public domain; or material covered by a Creative Commons license. For reuse in a Berghahn book, this should ideally be a “CC-BY” license. If the material has a CC license other than “CC-BY,” please check with your editor to see whether it will satisfy our requirements. Please note, the Creative Commons license must apply to the material’s original version; just because a version has been posted by a third party under a Creative Commons license does not necessarily mean the material is covered under that license.

Please note that for many artworks from museums, galleries, archives, and similar, credit information is required both for the original artwork and the digital image (e.g. the photograph of the artwork), if the latter is licensed by the museum, gallery, or archive.

### ***Examples of possible permission types***

- **Public Domain**  
The public domain consists of works which are outside of copyright protection, usually due to the copyright having expired. All works created before January 1, 1924 are within the public domain, as are many works produced by national governments (the UK government is a notable exception), and works published between 1924 and 1989 that demonstrably did not comply with required copyright formalities. Additional information regarding how to determine whether a work is in the public domain can be found here: <https://copyright.cornell.edu/publicdomain>. Typically, you do not need to secure permission for any material within the public domain, although please be sure to include any appropriate credits, and note how the work came to be in the public domain in the Berghahn Permission Checklist.
- **Fair Use**  
U.S. copyright law allows for certain instances where copyrighted material can be used without permission. These instances are determined on a case-by-case basis, based on the following factors:
  - Purpose and character of the proposed use, including whether such use is of commercial nature or is for non-profit educational purposes;
  - The nature of the copyrighted work;
  - The amount and substantiality of the portion used in relation to the copyrighted work as a whole;
  - The effect of the use upon the potential market for or value of the copyrighted work.

As a general rule, fair use covers the inclusion of brief excerpts in scholarly works as long as the inclusion is necessary for the work's argument, and the excerpt is analyzed, commented upon, or otherwise transformed in the new work. The inclusion of full poems, lyrics, or articles is not covered by fair use.

### ***What kind of permission documentation does Berghahn require?***

Permissions documentation needs to be submitted along with your final chapter. Documentation can include permission request forms signed by the rightsholder; order forms from Copyright Clearance Center, Art Resource, or any another authorized third-party licensing group; or any copyright license form provided by the rightsholder, provided that all relevant information is included on the form and it does not include limitations of the kind discussed above. Written correspondence is also sufficient, provided that the publication's title, author, and publisher are clearly stated, along with explicit permission from the rightsholder. If the rightsholder requires a fee, we request that you submit a confirmation of payment along with the permissions documentation.

## Captions

Captions will appear within the list of illustrations for a book as well as below the image within the chapter. Descriptive captions that include accurate permission/source information are required.

- Title and/or short description of the piece
- Source designated (was it created by the author, someone else, scanned from a book? Sourced from a library database or museum collection?). Please refer back to permission for specific wording.
- If a photo was generated using AI, this should be noted in the caption stating what AI engine was used to generate the image, the date of generation, and the prompt language used.
- Permission status clearly stated.
  - **Author Images**

Figure 10.1. A coffee farm near Sasaima, Colombia, 2013. © [insert author name].

Figure 3.2. A family packing their encampment and goods at the end of the Santa Catalina fair in 2010. © [insert author name].

Figure 4.2. BioShock's Big Daddy (image 2K Games). Screen capture by [insert author name].
  - **Image by an individual**

Figure 1.1. Winemaker Bálint Losonci posing in front of an old wine cellar with a bottle of a 2015 Parola, his signature wine. © Polina Georgescu.

Table 2.1. Evaluation criteria for fortune telling (2012). Reproduced with the permission of Li Chan.

Figure 1.9. Motif variations of body painting (female, chest). Drawing: Aponé Pataxó. Published with permission.
  - **Public Domain and CC BY Images**

Figure 1.1. James Joyce. Photograph by Alex Ehrenzweig, 1915. Wikimedia Commons, public domain.

Figure 8.3. Cosplay at MCM London Comic Con 2015. Photo by Pete Sheffield, CC BY-SA 2.0.

Figure 1.1. A group of Puna Flamingos in a mating dance. Photograph: Pedros Szekely, Creative Commons Attribution 2.0 Generic license.
  - **Images from a Museum/Gallery/Archive**

Figure 2.3. Francios Perrier, *Orpheus before Pluto and Persephone*, 1647–50. Oil on canvas. Paris, Musée du Louvre. Photo: © RMN-Grand Palais (Musée du Louvre), used with permission.

Figure 1.1. *Corn Patch Fringed with Maquay* [sic], Toluca, 1907. Courtesy of Milwaukee Public Museum, Sumner W. Matteson Collection, negative number SWMI-D179.

## Alt Text

In addition to captions, we also **require** alt text for all images for ebook accessibility purposes (they are a legal requirement for compliance with the AODA Act and regulations regarding web content—WCAG 2.0). Alt text image descriptions help those with visual impairments understand the meaning of an image. When a screen reader reaches an image, it will read aloud the description. The user gets a sense of what that image is and its purpose in context. Text-only tables do not require alt text.

Please refer to our comprehensive **Alt Text 101** document which outlines how to author quality descriptions as well as available online tools. **If using an AI tool to generate alt text please ensure it is checked over prior to submission for sense, accuracy, and adherence to alt text requirements.**

## II. Format, Resolution, and Size Requirements

For your image/figure to be accepted into production, it needs to meet our format requirements which follow industry standards. It is the responsibility of editors/authors to confirm their displayed material meets this requirements prior to submission.

### Photographs (called Illustrations)

- photographs need to be a minimum of 1350 x 1800 pixels = 4.5 x 6 inches (11.4 x 15.2 cm) at 300 dpi. For more guidance on what dpi is and how to determine your image's dpi please see the following:  
<https://www.adobe.com/uk/creativecloud/photography/discover/dots-per-inch-dpi-resolution.html>.
- if a photo is less than 300dpi and is resampled to 300dpi it will not be crisp and clear and we will reject the image. If it is less than 300 it is better to rescan the image, if possible, or to send us the image *as is* so we can see if we can work with it.

### Charts, Graphs, and Maps (charts and graphs are called Figures)

- Charts and graphs often include data and labels. Please be sure that all writing is crisp and legible. If it is difficult to read on a screen it will not be legible in print and will be rejected.
- If you have the image as a tif or jpg it will need to be **at least 600dpi** at the size you want it to display in the book (3x3in or larger).
  - These types of displayed material should be submitted as a vector graphic in eps format with all fonts embedded. However, if you have a tif or jpg you can't easily convert the image to a vector graphic, so send us it as is and we will see if we can work with it.
- If an image was created in Word, Excel, etc. it will need to be converted to an eps file for us to accurately import it into our page layout program. Please do so before submission.
- Screenshots are not a preferred method of capturing an image as they are often reduced quality. Please make all attempts to locate the original, high resolution version of your image when possible.

## Tables

- Tables should be submitted with the text in columns and rows (like a Word table). Tables should not be submitted as excel files or PDFs.
- If your table is formatted using text columns or the data is separated by spaces or tabs, it won't import into our page layout software accurately and will be sent back to the author to rework.
- Ensure tables are submitted in size 12 font and do not have any text cut off by margins. Tables need to be at a legible font size and fit onto a standard Word document.
- Tables should be included in the text of your manuscript at the place you would like it to be in the final book—however, if a table is over a page long in Word, please save it as a separate Word file in order to not disrupt the text, and add a note in the text where the table should be placed.

## Color vs Greyscale

Color versions of images will be used in the ebook edition if provided, but cannot be accommodated for the print edition unless previously discussed and agreed upon with your Editor. **All photos, tables, charts, graphs, maps, etc. need to be in grayscale before they are submitted to Berghahn.** It is important for the author to do this so they can see what the color range will be.

- This is especially important in charts that use colors to designate different values, a conversion to grayscale may make the data ambiguous. Per the examples below, the first chart is unusable as is because the data, while discernable in color, cannot be differentiated when converted to grayscale. Editing the chart to add a pattern, such as line ticks, is required for it to be accepted.

